

OBTAINING OTHER PARTY'S ADDRESS FROM DCS

This information is from the Division of Child Support website.

The Division of Child Support (DCS) may give you the last-known home address of your dependent children or the home or work address of the other party to your child support case if you meet the following conditions:

1. You must give us a written statement telling us why you want the address. The reason must be to enforce custody, visitation, parenting time, or contact rights, or to establish, enforce, or modify your child support order.
2. If your reason for wanting the address is to enforce custody, visitation, parenting time, or contact rights, and you have not already done so, you must give us a certified copy of the court order that grants you the rights.
 - a. The court order must name your children.
 - b. You must give us a statement that a court has not changed your order to deny custody, or restrict your visitation, parenting time, or contact rights.
3. You or your attorney must return an [Address Disclosure Request](#) to our field office listed below.
 - a. You must appear at our field office listed below and show us suitable identification. If your attorney sends us the request, you do not have to appear.
 - b. If you live outside Washington State or submit the request by mail, you must have the form notarized. If your attorney sends us the form, your attorney does not have to get the form notarized.

Before DCS gives you the address, they will tell the other party to your child support case about your request. The other party has 30 days to:

- Get a court order that stops us from giving you the address.
- Get a court order that limits your right to visit or contact the other party or your children.
- Request an adjudicative proceeding (hearing) to contest release of the address.

If the other party to your child support case does not ask for a hearing, DCS will answer your request within 45 days.

DCS will tell you if the other party asks for a hearing. You may attend and take part in the hearing. If DCS has reason to believe that release of the address will result in physical or emotional harm to the other party to your child support order or your children, they will not give you the address. Even if DCS decides not to release the address, they will still tell the other party to your child support order about your request.

The Address Disclosure Request to request the address is attached. Complete the form, sign it before a notary public, and mail it to the field office that handles your child support case.